The Insolvency Act 1986

Administrators' progress report

2.24B

Name of Company

Shephard Conferences & Exhibitions Limited

Company number

02343006

In the

High Court of Justice, Chancery Division, Companies Court, Birmingham (full name of court) For court use only

8323 of 2012

(a) Insert full name(s) and address(es) of administrators

We (a) Cameron Gunn, Mark Supperstone and Simon Harris of ReSolve Partners LLP, One America Square, Crosswall, London, EC3N 2LB

Joint Administrators of the above company attach a final progress report for the period

From

To

(b) 4 January 2013

(b) 25 February 2013

(b) Insert date

Signed

Joint Administrator

Datad

13/13

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searches of the public record.

Sam Constable ReSolve Partners LLP One America Square Crosswall London EC3N 2LB

Tel 020 7702 9775

When you have completed and signed this form please send it to the Registrar of Companies at

es House, Crown Way, Cardiff CF14 3UZ

DX 33050 Cardiff



A23JMXH5* A39 06/03/2013 COMPANIES HOUSE

#296

Shephard Conferences & Exhibitions Limited In Administration (the Company)

Joint Administrators' final progress report For the period 4 January 2013 to 25 February 2013

CONTENTS

1	Introduction
2	Background
3	Joint Administrators' proposals
4	Asset realisations
5	Investigations
6	Dividend prospects
7	Joint Administrators' remuneration
8	Ending of administration
9	Further information

APPENDICES

IV

1	Summary of statutory information
H	Joint Administrators' proposals
Ш	Receipts and payments account

Joint Administrators' time costs summary

1. INTRODUCTION

- 1 1 I refer to my appointment as Joint Administrator of Shephard Conferences & Exhibitions Limited (the Company) on 4 July 2012 by Nicholas Martin Prest, the holder of a qualifying floating charge under paragraph 14 of Schedule B1 to the Insolvency Act 1986 (the Act)
- The purpose of this report is to provide creditors with a final account of the progress of the Administration, in accordance with Rule 2 110 of the Insolvency Rules 1986 (the Rules)
- In accordance with paragraph 83 of Schedule B1 of the Act, Rule 2 117A of the Rules and in accordance the proposals a notice of move to liquidation was filed on 21 February 2013 and registered on 26 February 2013
- 1.3.1 This report should be read in conjunction with my earlier reports to creditors dated 24 August 2012 and 30 January 2013

2. BACKGROUND

- 2.1 Details regarding my appointment as Joint Administrator are attached at Appendix I
- A full background of the Company was provided in my previous reports, accordingly I do not propose to provide any further details on the background of the Company or the events leading up to my appointment
- 2.3 During the course of the Administration, the following steps have been undertaken
 - Identifying and securing assets available for creditors
 - Establishing legal ownership of the intellectual property
 - Collection of the Company's outstanding debtors
 - Liaising with secured and unsecured creditors

3. JOINT ADMINISTRATORS' PROPOSALS

- 3.1 As you are aware, the Administrators' proposals for achieving the purpose of the Administration were deemed approved on 6 September 2012
- In accordance with Rule 2 110(2)(a) of the Rules, attached to this report as **Appendix II** is a copy of the proposals for the Company I can confirm that during the course of the Administration, there were no major amendments to or deviations from these proposals

4. ASSET REALISATIONS

- 4.1 Attached at *Appendix III* is the receipts and payments account for the Company for the period 4 July 2012 to 25 February 2013.
- There have been no further asset realisations since my previous report and there are no future asset realisations expected. The Liquidators will have passed to them the cash held at bank together with the VAT receivable totalling £41,930.
- On the director's lodged Statement of Affairs (SOA), further assets of Belgian and Irish VAT refunds due for £1,660 and £193 respectively were identified. These authorities have advised that they are owed funds and accordingly will not release these potential refunds. As the amounts are immaterial, the time cost to recover would outweigh any potential benefit for creditors. No further action will be taken to recover these amounts.
- The SOA also detailed software as an asset available for creditors. The asset is the computer system and the development of software which the Company did not ultimately use and added no value to the business. The developer held all the licenses regarding ownership and this software has not been an asset able to be realised for the benefit of creditors.

5. INVESTIGATIONS

A report on the Directors' conduct was submitted to the Insolvency Practitioners Compliance Unit on 2 November 2012 This report is not on public record

6. DIVIDEND PROSPECTS

- 6.1 Dividend to secured creditors
- 6 1 1 As previously advised, Mr Nicholas Prest holds a debenture containing fixed and floating charges over the Company
- 6 1 2 To date a total of £90,000 has been distributed to Mr Prest under his security and £554,685 remains outstanding
- 6.2 Dividend to preferential creditors
- 6 2 1 There are no known preferential creditors
- 63 The Prescribed Part
- Pursuant to Section 176A of the Act, where a floating charge is created after 15 September 2003 a "Prescribed Part" of the Company's net property shall be made available to unsecured creditors. The Prescribed Part is calculated at 50 per cent of net realisations up to £10,000 and 20 per cent of the property that exceeds this amount up to a limit of £600,000.
- Based on present information it is estimated that after allowing for costs, the value of the Company's net property is circa £131,450 and this means that the Prescribed Part should be circa £29,290. This figure is gross and subject to the costs of agreeing claims and paying dividends being deducted from it. A resolution agreeing to the basis of remuneration payable from the Prescribed Part is to be sought from the secured creditor in accordance with the Act and the Rules.
- 6 4 Dividend to unsecured creditors
- As advised above, I anticipate being able to make a distribution to unsecured creditors of the Company by virtue of the Prescribed Part. The Company has been moved into Liquidation to allow me to begin the distribution process to unsecured creditors.

7. JOINT ADMINISTRATORS' REMUNERATION

- 7 1 Pursuant to Rule 2 106 of the Insolvency Rules 1986, it was agreed that the basis upon which my remuneration should be fixed post appointment would be by reference to the time properly spent by me and my staff in attending to matters arising in the Administration
- In my previous report dated 24 August 2012 I provided details of my pre-appointment costs totalling £2,612 50 I advise that these have been written off
- The post-appointment time costs are as analysed at *Appendix IV* In accordance with my previous report, my firm's time costs and disbursements for the period 4 July 2012 to 3 January 2013 totalled £46,486 50 and £742 07 respectively. To date I have drawn £20,000 in time costs and £741 07 in disbursements in respect of this period.
 - My firm's time costs and disbursements for the period 4 January 2013 to 25 February 2013 total £6,897 50 and £43 81 respectively | I have not drawn any amounts in respect of time costs for this period

7.4 Further information

- 7 4 1 An unsecured creditor may, with the permission of the court or with the concurrence of five per cent in value of the unsecured creditors (including the creditor in question) request further details of the Administrators' remuneration and disbursements, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.
- An unsecured creditor may, with the permission of the court or with the concurrence of 10 per cent in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Administrators' fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report Any secured creditor may make a similar application to court within the same time limit
- 7 4 3 'A creditor's guide to Administrators' Fees' can be found on our website http://www.resolvegroupuk.com/administrators.pdf Should you wish to receive a hard copy of this document please contact this office

7 5 Solicitors' fees

7 5 1 As previously advised, The Wilkes Partnership LLP were instructed on a time costs basis to provide legal advice on all aspects of the Administration. Fees of £6,399 50 and disbursements of £11 00 have been met from the Administration funds in full and final settlement of their time costs.

8. ENDING OF ADMINISTRATION

- I have filed Form 2 34B "Notice of Move from Administration to Creditors' Voluntary Liquidation" at Companies House As a result the Administration has now ended and the Liquidation commenced on 26 February 2013
- Pursuant to paragraph (b) of the Administrators' proposals, Mark Supperstone, Simon Harris and I have been appointed Joint Liquidators of the Company
- In accordance with the resolution passed by the creditors at the initial meeting held pursuant to paragraph 49 of Schedule B1 of the Act, the Administrators' release from liability will take effect 14 days following the Company entering into Liquidation

9. FURTHER INFORMATION

9 1 Should you require any further information in respect of the Administration, please do not hesitate to contact Sam Constable of this office

Yours faithfully
For and on behalf of
Shephard Conferences & Exhibitions Limited

Cameron Gunn
Joint Administrator

For enquiries regarding this correspondence please contact.

Contact name Phone number Sam Constable 020 7702 9775

Email

sam constable@resolvegroupuk com

APPENDIX I

SUMMARY OF STATUTORY INFORMATION

Company details

Company name

Shephard Conferences & Exhibitions Limited

Company number

02343006

Date of incorporation

3 February 1989

Former trading address

268 Bath Road

Slough

Buckinghamshire

SL1 4DX

Registered office

c/o ReSolve Partners LLP

One America Square

London EC3N 2LB

Principal activity

Other service activities not elsewhere classified

Appointment details

Date of appointment

4 July 2012

Appointment made by

Qualifying floating charge holder

Court address

High Court of Justice, Chancery Division, Birmingham District

Registry

Court reference

8323 of 2012

Administrators appointed

Cameron Gunn Mark Supperstone

Insolvency Practitioner Number Insolvency Practitioner Number Insolvency Practitioner Number

9362 9734 11372

Simon Harris

Paragraph 100(2) statement

Any act required or authorised under any enactment to be done by an administrator may be done by any or all of the Administrators acting

jointly or alone

APPENDIX II

JOINT ADMINISTRATORS' PROPOSALS

Statement of Joint Administrators' Proposals pursuant to Paragraph 49 of Schedule B1 of the Insolvency Act 1986

In accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986 (the Act) and The Insolvency Rules 1986 (the Rules), Cameron Gunn, Mark Supperstone and Simon Harris, the Joint Administrators (Joint Administrators) of Shephard Conferences & Exhibitions Limited (the Company), make the following Proposals for achieving the purpose of the Administration

These Proposals and the attached report to creditors together set out the information required by and to discharge the Joint Administrators' duty pursuant to Paragraph 49 of Schedule B1 of the Act and Rule 2 33 of the Rules

Proposals

The Joint Administrators propose that

- (a) They continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration such that
 - (i) they dispose of the Company's ownership of such assets at such time(s) on such terms as they consider expedient
 - (ii) they investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company, and
 - (III) In addition, they do all such things and generally exercise all their powers as Joint Administrators as in their discretion they consider desirable or expedient in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these Proposals
- (b) In the event that the Joint Administrators are of the view that it is appropriate for the Company to move from Administration into Liquidation, whether compulsory or voluntary, the Joint Administrators be authorised to take steps to place the Company into whichever Liquidation process they deem appropriate. In either circumstance, it is proposed that the Joint Administrators take the appointment as Joint Liquidators of the Company. It is also proposed that any act undertaken by the Joint Liquidators shall be undertaken jointly and severally. In relation to moving into Creditors' Voluntary Liquidation, and in accordance with Paragraph 83(7) and Rule 2 117A(3), creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after the receipt of the Proposals and before 12 noon on 6 September 2012.
- (c) If the Joint Administrators consider that there will be no distribution to unsecured creditors and if they also consider that an exit from the Administration into Compulsory Liquidation is not appropriate, or the Joint Administrators apply to court to seek consent to distribute to the unsecured creditors and following the distribution, then the Joint Administrators be authorised to take the necessary procedural steps to bring about the end of the Administration and move the Company into dissolution pursuant to Paragraph 84 of Schedule B1 to the Act
- (d) The Administration shall continue (subject to the statutory provisions relating to automatic termination) until the realisable assets of the Company have been realised and all liabilities incurred during the Administration have been discharged or until such a time as deemed appropriate by the Joint Administrators. At this stage the Company shall be dissolved or placed into Liquidation as outlined above. If necessary, the Joint Administrators will propose to seek an extension of their appointment as Joint Administrators from the creditors and/or the Court pursuant to Paragraph 76 of Schedule B1 of the Act.

- (e) Upon the Company either proceeding into Creditors Voluntary Liquidation or dissolution as set out above, the Joint Administrators' discharge from liability, pursuant to Paragraph 98 of Schedule B1 shall take effect 14 days following either the Company entering into Liquidation or filing the notice of moving from Administration to dissolution
- (f) The Joint Administrators are at liberty to incur and pay such costs and expenses, including professional fees, as considered incidental to the achievement of the purpose of the Administration or for the purposes set out herein or to the Administrators' statutory duties. In addition, the Joint Administrators are to be remunerated by reference to time properly spent both for their services as Joint Administrators and also for their staff in attending to the matters arising in the Administration of the Company, charged at the charge out rates prevailing at the time the work is undertaken. Such remuneration to be drawn from time to time, subject to available funds.
- (g) ReSolve Partners LLP shall be authorised to discharge their outstanding costs and expenses relating to the pre appointment period (as detailed earlier in this report) as an expense of the Administration to be paid out of the assets of the Company as and when funds permit
- (h) The Joint Administrators are at liberty to recharge disbursements as detailed in the Creditor's Guide to Administrators' Fees Shared and allocated costs are to be charged as follows

Photocopying
 Faxes/telephone/room hire
 20 pence per sheet
 £150 per annum

> Postage Typical 1st/2nd class postage rates at the date of postage

> Mileage 40 pence per mile

- (i) The Joint Administrators are at liberty to pay costs and remuneration in relation to Proposals (f), (g) and (h) above when funds become available
- (j) The Joint Administrators shall consult with the creditors' committee, if formed, at appropriate intervals concerning the conduct of the Administration and the implementation and development of these Proposals and where they consider it expedient to obtain the sanction of that committee on behalf of the creditors of the Company (and without further reference to them) to any proposed action on the part of the Joint Administrators

Cameron Gunn Joint Administrator

APPENDIX III

RECEIPTS AND PAYMENTS ACCOUNT

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS FROM 4 JULY 2012 (DATE OF APPOINTMENT) TO 25 FEBRUARY 2013

	Directors' statement of affairs £	From 4 July 2012 to 3 January 2013 £	From 4 January 2013 to 25 February 2013 £	Total receipts / payments to date £
RECEIPTS		- "		
Cash in hand	-	299 66	-	299 66
Cash at bank	101,530	94,906 78	-	94,906 78
Deposit held by Bank	10,000	10,000 00	-	10,000 00
Software	21,561	•	-	-
Debtors	40,599	36,688 99	•	36,688 99
Pre-appointment VAT refund	19,191	17,338 80	-	17,338 80
Third party funds held		89,396 34		89,396 34
, ,	192,881	248,630.57		248,630 57
PAYMENTS				
Advertising		76 50	-	76 50
Distribution to secured creditor		90,000 00	-	90,000 00
Office holders' fees		20,000 00	-	20,000 00
Office holders' expenses		741 07	-	741 07
Legal fees		6,399 50	•	6,399 50
Legal expenses		11 00	-	11 00
Bank charges		29 00	-	29 00
Court fees		35 00	•	35 00
Postage		12 00	-	12 00
Third party funds remitted		85,786 43	3,609 91	89,396 34
		203,090.50	3,609 91	206,700 41

BALANCE	
Receipts less payments	41,930 16
REPRESENTED BY	
	5,445 81
VAT receivable	•
Current account (non-interest bearing)	36,484 35
- -	41,930 16

Cameron Gunn Joint Administrator 1 March 2013

APPENDIX IV

JOINT ADMINISTRATORS' TIME COST SUMMARY

Case name

Shephard Conferences & Exhibitions Limited

Court

High Court of Justice, Chancery Division, Birmingham District

Registry

Court reference

8323 of 2012

Office Holder

Cameron Gunn

IP Number 9362

Mark Supperstone

IP Number 9734

Simon Harris

IP Number 11372

Licensed by

The Institute of Chartered Accountants in England and Wales

Firm

ReSolve Partners LLP

Address

One America Square

Crosswall London EC3N 2LB

Type of appointment

Administration

Date of appointment

4 July 2012

1 Overview of Case

1 1 Appointment

The Joint Administrators were appointed to the Company on 4 July 2012 following the filing of an application being made to the High Court of Justice, Chancery Division, Birmingham District Registry by Mr Nicholas Martin Prest under his Qualifying Floating Charge

12 Strategy

Please see main body of the report

13 Staffing

Staff have been used on the assignment based upon previous knowledge and experience

14 Existing fee arrangements

The Joint Administrators' pre-appointment and post-appointment time costs were approved by the Company's secured creditor on 17 September 2012

1.5 Anticipated return to creditors

Please see main body of the report

2 Explanation of office-holder's charging and disbursement recovery policies

2.1 Time recording

Time properly incurred on cases is charged to the assignment at the hourly rate prevailing at the time. The current hourly charge-out rates are outlined below

	From date of appointment to 31 July 2012	From 1 August 2012 onwards
	£	£
Appointed Insolvency Practitioner	435	490
Partner	375	•
Director	345	400
Senior Manager	325	385
Manager	305	325
Assistant Manager	275	295
Senior Administrator	225	245
Administrator	160	185
Junior Administrator	125	125

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve Partners LLP

2 2 Disbursements recovery

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as third party travelling, postage, photocopying, statutory advertising and other expenses made on behalf of the assignment. Details of such disbursements are included later in this report.

Indirect charges (Category 2 disbursements) are charged as follows

•	Photocopying	20 pence per sheet
•	Faxes/telephone/room hire	£150 per annum
•	Postage	Typical 1 st /2 nd class postage rates at the date of postage
•	Mileage	40 pence per mile

3 Description of work carried out

Section four of this appendix outlines the time costs to date in relation to activities undertaken during this matter. These matters can be summarised as follows

3.1 Statutory duties

Dealing with statutory issues required under the Insolvency Act 1986 and the Statements of Insolvency Practice, including statutory reporting to members and creditors and filing documents with the Registrar of Companies

32 Pre-appointment

- Letter of engagement agreed and signed
- Attendance at various meetings with management
- Cash flow and debtor monitoring
- Obtaining consent from the secured creditors
- Meetings with secured creditors, and
- Preparation of sale documentation

3 3 Administration and planning

The following activities have been undertaken

- Setting up case files
- Reviewing available information to determine appropriate strategies
- Setting up and maintaining bank accounts and other cashier activities, and
- Marketing of the business and assets

3.4 Investigations

Time spent in completing my statutory investigations into the Company and the affairs of its directors prior to the Administration

3 5 Realisation of assets

Please see the main body of the report and my previous reports for details of the assets realised

36 Creditors

The time spent includes the following matters

- Recording and maintaining the lists of creditors
- Dealing with employee related matters
- Recording creditor claims
- Dealing with creditor queries, and
- Reviewing and evaluating creditor claims

4 Time and charge out summary

A total of 180 00 hours were spent for the period 4 July 2012 to 3 January 2013 at an average charge out rate of £258 26 bringing the total cost to £46,486 50

A summary table is shown below

Task	Partner / Director	Manager	Other Senior Professionals	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	-	36 00	36 70	72 70	17,386 50	239.15
Investigations	-	2 70	4 50	7 20	1,696 00	235.56
Realisation of Assets	-	37 30	0 50	37 80	11,773.00	311.46
Trading	-	-	-	-	•	-
Creditors	0 80	24 30	8 60	33 70	9,416.50	279.42
Statutory	-	8 90	19 70	28 60	6,214 50	217.29
Total hours	0 8 0	109 20	70.00	180 00	46,486 50	258 26
Total costs	392.00	35,010 00	11,084 50	46,486.50	•	

A total of 26 30 hours have been spent for the period 4 January 2013 to 25 February 2013 at an average charge out rate of £262 26 bringing the total cost since my previous report to £6,897.50

A summary table is shown below

Task	Partner / Director	Manager	Other Senior Professionals	Tota l Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	-	5 10	6 80	11 90	2,939 50	247 02
Investigations	-	-	-	-	-	-
Realisation of Assets	-	0 90	-	0 90	292 50	325 00
Trading	-	-	-	-	-	-
Creditors	-	0 20	•	0 20	65 00	325.00
Statutory	1 20	5 10	7 00	13 30	3,600 50	270.71
Total hours	1 20	11.30	13 80	26.30	6,897 50	262.26
Total costs	588 00	3,756 50	2,553 00	6,897 50		

The above costs exclude VAT

5 Disbursements

5 1 Details of the Category 1 and 2 disbursements are as follows

Description	Category one	Category two	
Travel - Rail	12 70	-	
Postage	-	229 17	
Licence Fees	-	110 00	
Advertising	175 00	-	
Bonding	98 01	-	
Company searches and research	11 00	-	
Annual Management Fee		150 00	
Totals	296.71	489 17	785 88

The above costs exclude VAT

The Insolvency Act 1986

Notice of move from administration to creditors' voluntary liquidation

Name of Comment		
Name of Company		
Shephard Conferences	. O Evhibitions I	imstad
- Sheonaro Conterence:	a exhibitions c	mmea

Company number 02343006

In the High Court of Justice, Chancery Division, Birmingham District Registry [full name of court]

Court case number 8323 of 2012

(a) Insert name(s) and address(es) of administrator(s) We, Cameron Gunn, Mark Supperstone and Simon Harris of ReSolve Partners LLP, One America Square, Crosswall, London, EC3N 2LB

(b) Insert name and address of registered office of company (c) Insert date of appointment (d) Insert name of applicant / appointer

having been appointed administrators of (b) Shephard Conferences & Exhibitions Limited of c/o ReSolve Partners LLP, One America Square, Crosswall, London, EC3N 2LB

on (c) 4 July 2012

by (d) the company's qualifying floating charge holder, Nicholas Martin Prest of 7 Peel Street London W8 7PA

hereby give notice that:

the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 apply,

(e) Insert name(s) and address(es) of liquidator(s) and it is proposed that (e) Cameron Gunn, Mark Supperstone and Simon Harris of ReSolve Partners LLP, One America Square, Crosswall, London, EC3N 2LB will be the liquidator(s) of the company (IP No(s), 9362, 9734 and 11372)

Signed	MA	
	oint Administrators	
Dated	21/2/13	

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

ReSolve Partners LLP	
Sam Constable	
	Tel 020 7702 9775
DX Number	DX Exchange

When you have completed and signed this form please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff